

---

# Grant and Loan Specialist I(Job Id 10468)

**Location:** Pierre

**Post Date:** 08/01/2018

**Agency:** Environment & Natural Resources

**Close Date:** 08/22/2018

**Employment Type:** Permanent Employee

## Description

Job ID: 10468

Agency: Environment and Natural Resources; Financial and Technical Assistance

Salary: \$20.29 - \$26.39 per hour, depending on experience

Pay Grade: GJ

For more information on the Department of Environment and Natural Resources, please visit <http://denr.sd.gov/>.

This position reviews funding applications for water and waste infrastructure projects to determine the eligibility, completeness of the applications, financial capacities, and develop financial analyses for funding recommendations to be presented to the Board of Water and Natural Resources. The position is also responsible for drafting board resolutions, funding agreements, reviewing payment requests for cost documentation and eligibility determination, compiling and preparing quarterly board packets for the Board of Water and Natural Resources, and monitoring compliance with applicable laws, rules, accounting and reporting systems. In addition, the position is responsible for preparing the State Revolving Fund program annual reports and capitalization grant applications and assists other Grant and Loan Specialists with the Water and Environment Fund programs.

### **The Ideal Candidate Will Have:**

A bachelor's degree in public administration, business administration or a related field is preferred.

Knowledge of:

- public finance as it relates to infrastructure financing and capital improvement budgeting;
- administration of public and nonprofit water and waste utilities;
- methods, procedures, and purposes of financial analysis;
- Microsoft Office products (Excel, Word, and Access).

Skill to:

- provide strong analytical, problem solving, communication, and interpersonal services.

Ability to:

- interpret and comprehend applicable statutes, rules, and policies;
- gather, interpret, report, and use information concerning assigned activities;
- assess program effectiveness and recommend changes or alternatives;
- train and provide guidance to staff and service users;
- review and analyze grant and loan requests to include calculation of debt service capacity;
- prepare grant applications, preliminary budget requests, and annual reports;

- establish and maintain effective working relationships with staff and the public;
- communicate effectively.

***VETERANS' PREFERENCE ELIGIBLE***

The State of South Dakota offers paid employee health insurance plus ten paid holidays, generous vacation leave accrual, and medical, dental, vision, and other benefits. For more information visit <http://bhr.sd.gov/workforus/workbenefits.aspx>.

Apply at: <http://tinyurl.com/y8dkh58c>

South Dakota Bureau of Human Resources

500 East Capitol

Pierre, SD 57501-5070

Telephone: 605.773.3148 Fax: 605.773.4344

"An Equal Opportunity Employer"